

**PROTOCOL GUIDE
OF THE
GREEK ORTHODOX LADIES PHILOPTOCHOS
SOCIETY**

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PREFACE

The Greek Orthodox Ladies Philoptochos Society, founded in 1931 by His All Holiness, the late Patriarch Athenagoras I, is one of the largest philanthropic and religious organizations in America.

Many far-reaching changes have taken place in our society, the world at large and in the vital activities of the Archdiocese and Philoptochos since the original protocol book was written. Because of the many meetings and social functions that we plan and attend at which dignitaries are present, it is important that we are aware of, and use, proper protocol procedures.

Philoptochos welcomes the opportunity to issue this “new” Protocol Guide of the Greek Orthodox Ladies Philoptochos Society, a book that future generations will find pertinent, interesting and in step with their own dynamic life style. Etiquette, after all, is a subtle blending of time-honored usage and modern applicability.

It is suggested that this Protocol Guide be carefully followed in order to assist the Protocol Officer in her many tasks.

DUTIES OF THE PROTOCOL OFFICER

The Protocol Officer has primary responsibility to ensure the fulfillment of the Greek Orthodox Ladies Philoptochos Society's social obligations.

The National Board, the Metropolis Boards and every Philoptochos Chapter should have a Protocol Officer who will act as a reference for appropriate procedures during functions.

These functions include, but are not limited to, complete and official guest lists, appropriate titles, proper order of presentation and introductions and forms of address. The Protocol Officer must advise the toastmistress of the above information.

The Protocol Officer, or her designee, should be responsible for the proper procedures and order of precedence for receiving and escorting dignitaries and should also arrange for the formal recognition of honored guests.

In consultation with the event chairperson, the Protocol Officer shall review all aspects of social functions. The Protocol Officer should execute her responsibilities with good judgment, discretion and humility.

FORMAL BANQUETS, DINNERS AND LUNCHEONS

Philoptochos “official” formal banquets, dinners and luncheons must follow certain rules. In those cases rules of protocol and precedence must be followed.

It is customary for the Protocol Officer to obtain the names of the dignitaries to be seated at the head table from the chair of the event. The Protocol Officer then reserves a “holding room” at the hotel or church in which a small VIP reception is held for the purpose of lining up the dignitaries for the entrance into the event. Appropriate refreshments should be made available. If a number of clergy are participating in the procession, it is advisable to consult with the Hierarch or Chancellor for proper procession protocol.

Prior to the reception, invitations written in the third person are immediately sent to the dignitaries informing them where they are to gather to line up. This small gathering should meet one hour before dinner is actually served.

At large official functions, it is appropriate to announce the guests of the head table beginning with the far right end of the key dignitaries.

Place cards are recommended. The courtesy title and surname: “Dr. _____”, or “Mr. _____” are used at official events. If there is more than one person with the same surname, then the first names must also be used.

THE RECEIVING LINE

There is a receiving line to afford each guest the opportunity to greet the honored guest.

The following procedures are correct on arranging receiving lines for official functions:

- National President, Metropolis President, Chapter President in their respective jurisdictions
- Guest of Honor
- Protocol Officer

A long receiving line is to be avoided. It is advisable to have a chairperson close to the line to direct guests away from the line.

Upon greeting the guest, the Protocol Officer announces the name of the guest to the honoree.

THE CHECKLIST

Protocol Officer works closely with the chair of the event to ensure the success of the event.

The following checklist should be given consideration:

- Date
- Place
- Time
- Dress
- Guest List
- Head Table
- Invitations, response cards
- Theme, decorations, program
- Menu, type of tables, cocktails, wines, etc.
- Caterer
- China, crystal
- Linens
- Candles
- Centerpieces
- Entertainment
- Media
- Audio Visual System
- Flags
- Toastmistress
- Seating place cards
- Table numbers

ADDRESSING DIGNITARIES

The first form listed below the titles is to be used in introducing the dignitary at a function, and for addressing correspondence. The second form is used in speaking to the dignitary. Where possible we give both English and Greek version.

CHURCH OFFICIALS (GREEK ORTHODOX)

Remember that church officials are the first to be recognized and introduced among the honored guests. They are listed below in order of their status.

ECUMENICAL PATRIARCH

His All Holiness, Patriarch _____
Archbishop of Constantinople and Ecumenical Patriarch

Your All Holiness
Panagiotate

PATRIARCHS (OF ALEXANDRIA, ANTIOCH, JERUSALEM)

His Beatitude, Patriarch _____

Your Beatitude
Makariotate

ARCHBISHOPS OF ATHENS AND CYPRUS

His Beatitude, Archbishop _____
Μακαριώτατο, _____

Your Beatitude
Makariotate

ARCHBISHOP OF AMERICA

His Eminence Archbishop _____ of America
Primate of the Greek Orthodox Church in America

Your Eminence
Sevasmiotate

METROPOLITAN

His Eminence, Metropolitan _____ of _____

Your Eminence
Sevasmotate

CHANCELLOR

His Grace Bishop _____ of _____

In the event the Chancellor is not a Bishop, he should be addressed as Very Reverend or Chancellor and his name.

BISHOPS IN THE UNITED STATES

His Grace, Bishop _____

Your Grace
Theophilestate

PRIESTS

Reverend _____
Reverend or Father

VERY REVEREND

If celibate - Panosiotate
If married - Aidesimotate

ARCHIMANDRITE

The Very Reverend Archimandrite _____
Panosiologiotate

Father _____
Panosiologiotate

DEACONS

Archdeacon (assistant to Archbishop)

The Reverend Archdeacon _____
Ierologiotate

DEACON

Reverend Deacon _____
Ierologiotate

NON-GREEK ORTHODOX CHURCH OFFICIALS

ROMAN CATHOLIC

CARDINAL

Introduction: His Eminence Cardinal _____
Conversation: Your Eminence or Cardinal _____

ARCHBISHOP

Introduction: His Excellency the Archbishop
of _____ (Diocese)
Conversation: Your Excellency or Archbishop (Surname)

BISHOP

Introduction: His Excellency Bishop (Surname)
Conversation: Your Excellency or Bishop (Surname)

EPISCOPALIAN

BISHOP

Introduction: His Grace
Conversation: Your Grace

JEWISH

RABBI

Introduction: Rabbi _____ (First and last name)
Conversation: Rabbi _____ or Doctor * _____

*Doctor if the Rabbi has a scholastic degree.

GOVERNMENT OFFICIALS

AMBASSADOR (Greek)

His Excellency, _____
Ambassador of Greece

Ο Exogotatos Presvees tis ellados Kyrios _____

Your Excellency or Mr. Ambassador
Εξοχώτατε κ. Πρέσβη ή

When writing, including wife/husband:
His Excellency the Ambassador of Greece and Madame
(Last name only) _____

Note: The wives of all foreign Ambassadors (except those in English-speaking countries) are given the courtesy title of Madame.

CONSUL GENERAL

The Honorable _____
Consul General of Greece

Το Αξιότιμο _____
Γενικός Πρόξενος της Ελλάδα

Mr./Mrs. _____

When writing, including wife/husband:
The Hon. Consul General of Greece and Mr. _____

U. S. GOVERNMENT OFFICIALS

PRESIDENT

Introduction: The President or the President of
The United States

Conversation: Mr. President or Sir

VICE PRESIDENT

Introduction: The Vice President or the President of
The United States

Conversation: Mr. Vice President or Sir

FORMER PRESIDENT

Introduction: The President_____

Conversation: President_____ or Sir

SENATOR

Introduction: The Honorable_____

U.S. Senator from _____

Conversation: Senator or Senator_____

CONGRESSMAN

Introduction: The Honorable_____

U.S. SRepresentative from _____

Conversation: Congressman_____

GOVERNOR

Introduction: Governor of_____

Conversation: Governor_____

FORMER GOVERNOR

Introduction: The Honorable_____

Conversation: Governor_____

MAYOR

Introduction: The Honorable_____

Mayor of_____

Conversation: Mayor_____ or Your Honor

JUDGE

Introduction: The Honorable_____

Judge of the Civil Court

Conversation: Judge_____

NATIONAL PHILOPTOCHOS BOARD OFFICERS

As in the above, the full names and titles should also be mentioned when introducing officers of the National Board of Philoptochos.

Mrs./Miss _____

The President of the National Board of Philoptochos

Κα _____

Η Πρόεδρος του Εθνικού Συμβουλίου της Φιλοπρωχου

Madame President

Κυρία Πρόεδρε

GUEST SPEAKERS

The Protocol Officer should see that the toastmistress is given short biographies of the guest speakers to insure the proper introductions.

FORMS OF INTRODUCTION

- Patriarch/Archbishop/Hierarch: “Your AllHoliness/
Your Eminence/Your Grace, may I present
Mrs. _____?”
- Priest - as a rule, a priest is presented to a woman:
“Mrs. _____, may I present Father_____?”
- A Metropolitan, Bishop, Doctor, Dentist, or Judge is
addressed and introduced by his title, as are many
military officers.
- Foreign Ambassadors – are always presented to a
woman. “Mrs. _____, may I present His Excellency,
the Greek Ambassador?”
- A Senator is always addressed and introduced as
“Senator (name)” even when he/she is no longer in office.
- A President of the United States is always addressed as
“Mister President”, as is a former President.

When in doubt, always remember:

- ”May I present” is the most formal and ceremonious
introduction possible
- The name of the more notable person is spoken first
- The man is always presented to a woman unless he is a
dignitary of the Church, a royal personage, or President
of any sovereign country

WELCOMING DIGINITARIES

MEETING SPECIAL GUEST ARRIVALS AT VARIOUS VENUES

- Archbishop, Metropolitan or Bishop
- Clergy
- National President
- Metropolis President
- Government officials (Federal, State, Local)
- Philoptochos Officers
- Other guest (according to position and importance)

A welcoming committee should be appointed to greet dignitaries in the above categories arriving for special occasions. This committee will make arrangements for the guests' stay before their arrival. They will meet them and see that they are made comfortable and welcomed during their stay. Arrangements should be made to have flowers, fruit basket and tray of pastries in their room. Please check with the dignitaries' offices as to any dietary restrictions or preferences. Dignitaries should be escorted at all times. All travel and hotel expenses for invited dignitaries may possibly be considered by the local Philoptochos.

WELCOMING SPECIAL GUESTS AT CHURCH OR DESIGNATED PLACE OF THE EVENT

AT CHURCH

A designated person should greet the guests in the vestibule and escort them to their assigned seats.

ELSEWHERE

A committee of ladies should greet the guests at the door, welcome them, and see that they are made comfortable.

FORMAL BANQUETS AND DINNERS

INVITATIONS

The Archbishop, Metropolitan or Bishop should be the first honored guest invited by Philoptochos. If the events warrant it then all should be invited.

Others on the special guest list should include:

- The Chapter community clergy.
- The National President - If unable to attend, the National President will ask a member of National Board to represent her.
- Metropolis President - If unable to attend, the Metropolis President will ask a member of the Metropolis Board to represent her.
- Government officials should be invited at the discretion and designation of the Event Committee. The Greek Ambassador in Washington, D.C. is usually invited to formal dinners and banquets.
- You may wish to invite your local Congressman or Senator, Governor or Mayor and the Greek Consul from your nearest consulate.

SEATING DIGNITARIES

The Protocol Officer will help the committee designate the seating plan according to the needs of the affair.

The Protocol Officer should always request a seat near the head table so that she may be available at all times.

SERVICE

The main table should include the Patriarch or Archbishop, followed by Metropolitans, Bishops and Clergymen. The Patriarch or Archbishop is always served first. Following the remaining hierarchs, the following order of service would be used: clergy, ladies and gentlemen.

ORDER OF SERVING:

- Archbishop, Metropolitan or Bishop
- Other Clergy
- Ambassador
- National President
- Federal Officials
- State Officials
- City Officials
- Metropolis President
- Guest Speakers

ORDER OF SPEAKING:

- Master of Ceremonies or Philoptochos President
- Clergy
- Federal Officials
- State Officials
- City Officials
- Archbishop (Yes, the Archbishop should speak last)

SETTING AND DECORATIONS

These should be handled by the Decorating Committee with the assistance and advice of the Protocol Officer where desired. Most Chapters are fortunate in having members with special talents in this field. Additional help may be found by consulting etiquette books and volumes on table setting and decorating. Please remember that china should be used on the head table, even if plastic or paper is used elsewhere.

LUNCHEONS

INVITATIONS

- Metropolitan, Bishops and Metropolis Presidents are usually invited to luncheons
- In the New York area, the Archbishop is invited
- The National President should be invited
- A local government official may be invited
- Other guests may be invited at the committee's discretion

Seating of Dignitaries, Precedence of Serving, Setting, Decorations and Presentation of Dignitaries, as in Formal Banquets.

TEAS AND RECEPTIONS

Guest for these functions should be chosen at the committee's discretion. For functions held solely for the local Chapter members it is not necessary to invite the Archbishop. It would be a courteous gesture if neighboring Chapter presidents or representatives were invited, but this too is at the discretion of the committee.

ALL FUNCTIONS SERVING FOOD NOT IN PUBLIC PLACES

The Protocol Officer will advise on the proper use of tableware, cloths, service pieces and the proper way to serve. Since these functions are usually informal affairs, the Protocol Officer and the chairman of the affair may decide accordingly. .

Note for Invitations

There are cases where it is impossible to send formal invitations in advance. For example: the Bishop happens to be in the neighborhood. Therefore, it is necessary to issue the invitation by telephone in order to get an immediate reply.

An invitation from the Archdiocese takes precedence for cancelling a prior acceptance of an invitation elsewhere. Business duties may also take precedence over social engagements. Other reasons for cancellation may be a death in the family, illness or an unexpected trip out of the country. If cancellation is necessary, it must be done as early as possible to allow the hostess to make appropriate arrangements. At parties where no seated meal will be served, such as teas or buffets, one may regret by telephone.

Once issued, an invitation should not be cancelled without good and stated reason. The simplest way of doing this is by telephone. Postponement of official dinners and receptions for which engraved invitations have been sent in advance, should be in same engraved form and lettering as the original invitation.

FLAG PLACEMENT

At most functions and special programs, the American and Greek flags must be placed in the room. The flag of the United States should be to the right of the podium facing the audience, or to the left as the audience faces the podium. The Greek flag is placed on the opposite side. See seating diagram. If a Cypriot elected official is present a Cypriot flag should be placed by the Greek flag. At most functions and special programs, the American and Greek flags must be placed in the room. The flag of the United States should be to the right of the podium facing the audience, or to the left as the audience faces the podium. The Greek flag is placed on the opposite side. See seating diagram. If a Cypriot elected official is present a Cypriot flag should be placed by the Greek flag.

PRAYERS AND ANTHEMS

Below please find a copy of the Hymn of The Holy and Wonderworking Unmercenaries, our National Anthem and the Greek National Anthem. In the absence of clergy members the Lord's Prayer should be recited and then the Hymn should be chanted at all Philoptochos gatherings. Our National Anthem should be sung first followed by the Greek National Anthem at all formal events. Below please find a copy of the Hymn of The Holy and Wonderworking Unmercenaries, our National Anthem and the Greek National Anthem. In the absence of clergy members the Lord's Prayer should be recited and then the Hymn should be chanted at all Philoptochos gatherings. Our National Anthem should be sung first followed by the Greek National Anthem at all formal events.

HYMN OF THE HOLY AND WONDERWORKING UNMERCENARIES

SAINTS COSMAS AND DAMIANOS

Ayii anargiri ke thavmatouryi
Episkepsaste tas asthenias imon
Dorean Elavate, Dorean Thote Imin
O Holy Unmercenaries and Wonderworkers,
Visit our infirmities;
Freely ye received, freely give to us.

NATIONAL ANTHEM

Oh, say can you see, by the dawn's early light,
What so proudly we hail'd at the twilight's last gleaming?
Whose broad stripes and bright stars, thro' the perilous fight,
O'er the ramparts we watch'd, were so gallantly streaming?
And the rockets red glare, the bombs bursting in air,
Gave proof thro' the night that our flag was still there.
O say, does that star-spangled banner yet wave
O'er the land of the free and the home of the brave?

NATIONAL ANTHEM OF THE HELLENIC REPUBLIC

Se gnoriso apo tin kopsi
Tou spathiou tin tromeri,
Se gnoriso apo tin opsi
Pou me via metra tin yi.
Ap'ta kokala vgalmeni,
Ton Ellinon ta iera
Ke san prota andriomeni
Haire, o haire, Eleftheria!

(repeat previous two lines three times)

ENGLISH TRANSLATION

We knew thee of old,
Oh, divinely restored,
By the lights of thine eyes,
And the light of thy Sword
From the graves of our slain,
Shall thy valour prevail,
As we greet thee again-
Hail Liberty! Hail!

(repeat previous two lines three times)



*** DIAGRAM – SUGGESTED SEATING PLAN FOR FORMAL BANQUET
(Facing the Dais)**



Left to right: Guest, President, Parish Council, Speaker, Clergy, Government Official (Senator, Congressman, Congresswoman, etc.) Archbishop, Toastmaster's Podium, National or Metropolis Presidents, Speaker, or Clergy and Guest or Co-Chairlady.

This seating arrangement can be flexible, except for the following who must always be seated in this order: Archbishop, Government officials to the right of the Archbishop, National or Metropolis President to the left of the podium, Toastmaster (or Toastmistress), Chairman, Chapter President and Guest.

Many times the Chairman acts as the Toastmaster (or Toastmistress), of the evening. This is the decision of the Committee. Note the placement of the flags.

Calling in of Dais – Co-Chairlady of the committee introduces guests on the dais, must have the right titles and the proper order of seating. After prayer she introduces Chairlady.

National President comes in just before His Eminence escorted by President of Philoptochos. His Eminence comes in last escorted by the local Priest, the President of the Parish Council and the President of Philoptochos.



***DIAGRAM – SUGGESTED SEATING PLAN FOR INFORMAL DINNER
(Facing the Dais)**



Left to right: Guest, President, Parish Council, Speaker, Clergy, Government Official (Senator, Congressman, Congresswoman, etc.) Archbishop, Toastmaster’s Podium, National or Metropolis Presidents, Speaker, or Clergy and Guest or Co-Chairlady.

This seating arrangement can be flexible, except for the following who must always be seated in this order: Archbishop, Government officials to the right of the Archbishop, National or Metropolis President to the left of the podium, Toastmaster (or Toastmistress), Chairman, Chapter President and Guest.

Many times the Chairman acts as the Toastmaster (or Toastmistress), of the evening. This is the decision of the Committee. Note the placement of the flags.

Calling in of Dais – Co-Chairlady of the committee introduces guests on the dais, must have the right titles and the proper order of seating. After prayer she introduces Chairlady.

National President comes in just before His Eminence escorted by President of Philoptochos. His Eminence comes in last escorted by the local Priest, the President of the Parish Council and the President of Philoptochos.



***DIAGRAM – SUGGESTED SEATING PLAN FOR LUNCHEON OR TEAS
(Facing the Dais)**



Left to right: Guest, President, Parish Council, Speaker, Clergy, Government Official (Senator, Congressman, Congresswoman, etc.) Archbishop, Toastmaster's Podium, National or Metropolitan Presidents, Speaker, or Clergy and Guest or Co-Chairlady.

This seating arrangement can be flexible, except for the following who must always be seated in this order: Archbishop, Government officials to the right of the Archbishop, National or Metropolitan President to the left of the podium, Toastmaster (or Toastmistress), Chairman, Chapter President and Guest.

A special guest list should include:

1. Archbishop
2. Clergy of community
3. National and Metropolitan Philoptochos Presidents
4. Neighboring Chapter Presidents and area clergy
5. Recognition of guests.

The local Protocol Officer should be available at all times to assist invited Guest(s).



U.S. FLAG

***DIAGRAM – SUGGESTED SEATING PLAN FOR GENERAL MEETING
(Facing the Dais)**



GREEK FLAG

2ND VICE PRESIDENT	CORSP. SECRETARY	1ST VICE PRESIDENT	PRESIDENT	CLERGY	PRESIDENT	SECRETARY	OFFICIAL	TREASURER
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PHILOTOCHOS
NATIONAL
OR METROPOLIS

PHILOTOCHOS
CHAPTER

BOARD
MEMBER

It is suggested that round tables not be used.

Classroom seating suggested.

All officers & clergy must be seated at dais.

If National President or Metropolis President attends your meeting, she must be seated at dais.

If National Board member is in your Chapter and present she must be seated at dais.

One copy of this booklet should be kept in Chapter files at all times for reference. Additional copies may be purchased by contacting the National Philoptochos Office.

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